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DRAFT - 29 August 1967

Mr. Walter Robertson, Jr.
Acting Archivist of the United States
National Archives and Records Service
General Services Administration
Washington, D. C. 20408

Dear Mr. Robertson:

I have signed and return herewith the agreement for storage of some of our materials in the Washington National Records Center at Suitland, Maryland. We plan to begin our move as soon after the personnel barrier is in place as we can conveniently arrange to do so.

We are proceeding with our plans to make suitable alternative arrangements which would permit us to remove our records before December 31, 1970. Should you have a pressing emergency requirement for the space we will occupy before that date, we would, of course, expect to be afforded ample opportunity to adjust our plans.

Sincerely,

R. L. Bannerman
Deputy Director
for Support

Enclosure

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Attached is a note to Mr Bannerman and two possible drafts back to GSA transmitting the signed agreement

I will be in RAW STAT office from 1:30 until about 3:00 STAT then back to Roslyn.

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Courtesy Storage Agreement

The Central Intelligence Agency has ~~40,000~~ 25,000 cubic feet of security classified records which require vault storage, which it is unable to transfer for regular accessioning by the Washington National Records Center, and for which CIA cannot provide vault space at the present time. To alleviate this situation, the General Services Administration is willing to provide vault space in the Washington National Records Center on a temporary basis, subject to the following conditions:

GSA will:

1. Provide approximately ~~40,000~~ 25,000 cubic feet of shelf space partitioned from other records.

2. Limit access to this partitioned space to CIA personnel and other authorized persons.

3. Permit passage through GSA vault space to the partitioned space, during regular working hours, by CIA personnel and other authorized persons cleared by GSA.

4. Inspect the partitioned area monthly, in cooperation with CIA personnel, ~~to assure compliance with this agreement.~~

CIA will:

1. Finance the construction by GSA of an expanded-metal personnel barrier to enclose the shelf space and area assigned by GSA.

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2. Store in the partitioned space only records of at least secret classification.

3. Keep the partitioned space at least 80 percent filled with such records.

4. Maintain the records and the partitioned space in a clean and orderly condition.

5. Transport, shelve, and unshelve all records moved into or out of the partitioned space.

6. Coordinate with the Center any proposed transfer of records into or out of the partitioned space to avoid possible conflict in the dock area.

7. Service all reference requests and furnish all messenger service required.

8. Furnish the Center monthly with statistics on reference activity and records holdings in the partitioned area.

9. Obtain GSA security clearance for all CIA personnel and other authorized persons needing to pass through GSA vault space en route to the partitioned space.

10. Assign no more than 3 ~~2~~ CIA or other authorized persons full time in the partitioned space and limit all visits to the partitioned space to regular working hours, except in emergencies.

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11. Require all CIA personnel and other authorized persons to abide by the rules of the Center.

12. Furnish all office supplies and equipment required in the partitioned space.

13. Reimburse GSA for telephones and other facilitating services not ordinarily provided by the Center.

This agreement is intended to provide CIA with security records storage space for a period not to exceed December 31, 1970. The agreement may be terminated sooner ~~by GSA if it has urgent need for the space or if CIA does not comply with the conditions of the agreement. The agreement may be terminated by CIA anytime during the three years by withdrawal of the records.~~ to suit the convenience of either party.

In the meantime, CIA will ~~be expected to~~ initiate plans to provide for either (1) withdrawal of the records by the end of the period specified, or (2) transfer of the records to the custody of the Center. In the event the Center does not have a pressing need for this particular space at the end of the three-year period, the agreement may be extended on a year-to-year basis.

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